

## Habilitation Agency Responsibilities.

<b>Vendorization</b>			
<b>Habilitation Vendor</b>	<b>Regional Center</b>	<b>DDS</b>	<b>DOR</b>
Complies with all applicable sections of Title 17. In addition, existing providers shall submit to regional centers by 7/31/04, the HSP Profile Form, and a program design with one year of vendorization.  New program vendor applicants shall submit a program design in order to become vendorized by the regional center.	Vendorize additional habilitation services providers, pursuant to requirements of Title 17, Sections 54310 and 54351, upon verifying that an applicant for vendorization is appropriately accredited and/or certified.		
Obtain certification from DOR and CARF accreditation.	Communicate and coordinate with DOR applicants seeking vendorization.	During "ramp-up", provide regional centers of CARF and Certification reports of their respective existing habilitation providers.	Provide certification as specified in the DOR/DDS Memorandum of Understanding.  Communicate and coordinate with Regional Centers with applicants seeking certification
Achieve and maintain compliance with regional center program WAP and SEP criteria.			
	Provide existing, new and developing vendors copies of the statutes, regulations, and other information regarding habilitation service standards and requirements as may be developed by the DDS.	Provides statutes, regulatory requirements, and Habilitation Services standards to RCs for new and developing vendors.	

## Habilitation Agency Responsibilities.

Service Planning And Coordination of VR Services			
Habilitation Vendor	Regional Center	DDS	DOR
Develop the Individual Habilitation Service Plan in partnership with the consumer.	<p>Develop the Individual Program Plan that includes vocational goals for consumers planning to receive habilitation services.</p> <p>IPP team shall meet whenever necessary to review: Job placement considerations, including the appropriateness of the placement; the efficacy of services at the consumer's WAP or SEP; and the IHSP.</p>		
Submit the initial IHSP within 120-days and annually thereafter (within 30-days of consumer's birthday) to regional centers.	Reviews initial and up-dated IHSP, annually.	Provide technical assistance to Service Provider on development of IHSP goals and objectives.	
<p>Assess, at a minimum, once annually the service needs of each consumer served by the program to identify any consumers for whom a referral to DOR would be appropriate.</p> <p>Inform the regional center of consumers identified as appropriate candidates for referral to DOR.</p> <p>Semi-annually review IHSP with consumer or as IHSP dictates, and document progress toward IHSP objectives</p>	<p>Assess the need for DOR vocational services through the consumer's IPP process. As appropriate, refer the consumer to DOR, using the Vocational Referral Form (DS 1968).</p> <p>When the consumer reaches "stabilization" assures the consumer's timely transfer to "extended" services by writing a purchase of service prior to the transfer. The start date of the purchase shall begin on the first billing day of the month.</p> <p>Maintain communication with DOR to monitor consumer progress.</p>	Provide technical assistance to the regional center and service provider, where needed, to assist in a smooth transition of consumers from VR to Regional Center funded habilitation services.	Notifies the regional center, at a minimum, 15-days in advance of a consumer's transition from "intensive" to "extended" services.

## Habilitation Agency Responsibilities.

Quality Assurance			
Habilitation Vendor	Regional Center	DDS	DOR
Maintain consumer-specific records documenting daily service delivery in a manner that links RC-paid services to services specified in the IHSP, including, but not limited to, sending to the applicable regional center and DDS the Consumer Monthly Report, and Group Tracking Forms.	<p>Review for each WAP the information, as compiled by the Department, the amount of time consumers are engaged in paid work as a percentage of the total time that the aggregate of consumers in the program received services over a selected 6-month period.</p> <p>Monitor and evaluate habilitation services for:</p> <ol style="list-style-type: none"> <li>1) Service quality</li> <li>2) Protections for consumers receiving services</li> <li>3) Compliance with applicable CARF accreditation standards.</li> </ol>	<p>Approve, in conjunction with the regional center, new SEP groups.</p> <p>Approve, in conjunction with the regional center, changes to existing SEP groups.</p> <p>Conduct analysis of data related to group size, amount of time consumers are in paid work, and consumer wages.</p> <p>Notify the applicable regional center of the data findings.</p> <p>Make recommendations to the applicable regional centers regarding services provided by the provider.</p>	
Make available for review by DDS and the RC, as appropriate, all records, reports, documents, and facilities related to the delivery of services to consumer.			
Submitted completed special incident reports to the applicable regional center.			

## Habilitation Agency Responsibilities.

Billing and Payments			
Habilitation Vendor	Regional Center	DDS	DOR
<p>Shall regularly submit to the regional center for billing, outcome reporting and monitoring: For SEP IP and WAP</p> <ul style="list-style-type: none"> <li>• Invoice, plus</li> <li>• Date, location and daily units or hourly units of service for each consumer (paper form and web form being developed or Electronic billing currently being used), plus</li> <li>• A completed DS 1972</li> </ul> <p>For SEP GP:</p> <ul style="list-style-type: none"> <li>• Invoice, plus</li> <li>• A completed DS 1964 which specifies date, start and stop times, location and hourly units of service for each consumer and job coach</li> </ul>	<p>Submit to the vendor a monthly "turn-around-document" INVOICE, specifying consumers and services the vendor should bill to the regional center.</p> <p>Forward monthly to DDS billing (attendance data), outcome reporting and monitoring data completed by vendors (including DS 1972, DS 1964)</p> <p>Forward documents by email to Work.Services@dds.ca.gov</p>	<p>Provide technical assistance, where needed, to the regional centers and service providers on effectively completing habilitation services billing procedures.</p>	
<p>Maintain records (for audit purposes) for each consumer of all daily start and end times of the service, the daily lunch period, and any interruptions in the program day and as specified in regulation.</p>	<p>Make payment for services.</p> <p>Provide payment for services ordinarily paid for by DOR only when DOR is under "Order of Selection" and regional center consumers are impacted (DDS will issue Program Advisory specifying processes).</p>	<p>Establish a maximum number of service days per year for each fiscal year (WAP only) by mid April.</p> <p>Issue Program Advisory specifying processes when DOR notifies DDS it is under Order of Selection and consumers will be impacted.</p>	<p>Notify DDS when DOR will be implementing "Order of Selection" and consumers will be impacted.</p>

## Habilitation Agency Responsibilities.

SEP GP Group Authorization, Service Authorization, Invoicing and Payment Processes			
Habilitation Vendor	Regional Center	DDS	DOR
Completes and submits DS 1962 Request for New SEP Groups to DDS.	Provides consultation to DDS regarding the location and available transportation for this proposed group.	Reviews and consults with regional center regarding the location and available transportation for this proposed group.	
Completes and submits DS 1963 Request for SEP Group Change	Provides consultation to DDS regarding proposed change(s)	Reviews and consults with regional center regarding proposed change(s).	